



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 1650.7 CH-2

12300

16 NOV 1995

NAS LEMOORE INSTRUCTION 1650.7 CHANGE TRANSMITTAL 2

From: Commanding Officer, Naval Air Station, Lemoore

Subj: CASH AWARDS FOR MILITARY PERSONNEL

Ref: (a) OPNAVINST 1650.8C

Encl: (1) Instructions for completing OPNAV 5305/1

1. Purpose. To issue pen and ink changes.

2. Action

a. Page one, insert the following under the reference line:

Encl: (1) Instructions for OPNAV 5305/1

b. Page four, paragraph 6a(2)(b)4a, change to read, "Cash award is paid up to local authorized limit (\$5,000 and below) and recommended total award requires higher authority approval;"

c. Add enclosure (1) of this change transmittal to the basic instruction.

G. C. WOOLDRIDGE

Distribution: (NASLEMINST 5215.2U)

List B

HRO (25)

INSTRUCTIONS FOR COMPLETING OPNAV 5305/1

1. The MILCAP Administrator shall ensure all blocks are filled out with the information requested as to the identity, grade, command and position of the suggester(s) and that the form is signed by all of the suggesters if there are more than one.
2. The MILCAP Administrator of the originating command shall enter the date the suggestion is submitted and assign a local suggestion number in the heavily bordered block located to the right of the claim waiver and signature blocks. The instructions **"DO NOT WRITE IN THIS SPACE"** are for the suggesters only and do not apply to the MILCAP Administrator. This block must be filled out prior to forwarding the suggestion.
3. The title of the suggestion should be as short as possible and still describe the idea. The rest of the form is self-explanatory.
4. The command MILCAP Administrator will prepare a memorandum acknowledging receipt to the suggester(s) and a copy of the memorandum will be retained for the command files.



DEPARTMENT OF THE NAVY

NAVAL AIR STATION
LEMOORE, CALIFORNIA 93248-5001

IN REPLY REFER TO:

NASLEMINST 1650.7 CH-1

12000

23 SEP 1992

NAS LEMOORE INSTRUCTION 1650.7 CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station, Lemoore, CA

Subj: CASH AWARDS FOR MILITARY PERSONNEL

1. Purpose. To issue pen and ink changes.

2. Action.

a. Page 3, paragraph 5b(3), line 2, change "Civilian Personnel Department" to read "Human Resources Office, (HRO)".

b. Page 6, paragraph 7b, line 1, change "Civilian Personnel Department" to read "HRO".

c. Page 6, paragraph 9, line 2, change "Civilian Personnel Department" to read "HRO".

d. Page 6, distribution line, change "CP" to read "HRO".


A. R. GORTHY

Distribution: (NASLEMINST 5215.1S)

List B

HRO (15)



INSTRUCTIONS FOR COMPLETING OPNAV 5305/1

1. The MILCAP Administrator shall ensure all blocks are filled out with the information requested as to the identity, grade, command and position of the suggester(s) and that the form is signed by all of the suggesters if there are more than one.
2. The MILCAP Administrator of the originating command shall enter the date the suggestion is submitted and assign a local suggestion number in the heavily bordered block located to the right of the claim waiver and signature blocks. The instructions **"DO NOT WRITE IN THIS SPACE"** are for the suggesters only and do not apply to the MILCAP Administrator. This block must be filled out prior to forwarding the suggestion.
3. The title of the suggestion should be as short as possible and still describe the idea. The rest of the form is self-explanatory.
4. The command MILCAP Administrator will prepare a memorandum acknowledging receipt to the suggester(s) and a copy of the memorandum will be retained for the command files.



DEPARTMENT OF THE NAVY

NAVAL AIR STATION

LEMOORE, CALIFORNIA 93246-5001

IN REPLY REFER TO:

NASLEMINST 1650.7
12400

24 AUG 1989

NAS LEMOORE INSTRUCTION 1650.7

From: Commanding Officer, Naval Air Station, Lemoore, CA

Subj: CASH AWARDS FOR MILITARY PERSONNEL

Ref: (a) OPNAVINST 1650.8C

1. Purpose. To establish local policies, responsibilities and procedures for the operation of the Military Cash Awards Program (MILCAP) per reference (a).
2. Scope. This instruction applies to all active military personnel of Naval Air Station Lemoore.
3. Policy. The objectives of MILCAP are to:
 - a. Encourage military personnel to suggest practical ways to reduce costs and improve productivity in government.
 - b. Provide a formal channel for communications between management and personnel.
 - c. Encourage work environments where imagination, creativity, and innovation thrive.
 - d. Ensure that the evaluation of suggestions are unbiased, consistent, timely and efficient.
 - e. Recognize and award promptly and equitably all eligible military personnel for suggestions, inventions or scientific achievements that contribute to the efficiency, economy or other improvement of government operations.
4. Eligibility. All active duty Navy personnel, officer and enlisted, and members of the Navy Reserve in an active status are eligible to participate in the program. Members of other United States military services while assigned to jointly staffed activities for which the Navy has administrative and support responsibility are also eligible.

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5. Definitions and Limitations.

a. Definitions.

(1) Contribution. Any suggestion, invention, or scientific achievement which contributes to economy, efficiency or other improvement in government operations is eligible for award consideration.

(2) Adoption. A suggestion actually put into effect by responsible authority or a written commitment to put a suggestion into effect.

(3) Award. Either a cash amount granted for a contribution of value or non-cash recognition in the form of commendation or appreciation, appropriate certificates or citations.

(4) Tangible benefits. Benefits measured and expressed in terms of dollar value.

(5) Intangible benefits. Benefits which cannot be expressed in a specific monetary value.

(6) First full year. The first 12 consecutive months the improvement is in operation, exclusive of trial periods, experimentation or periods of deferred implementation. This estimated time period is used to decide value of benefits as a basis for calculating amount of an award.

(7) Normal job expectancy. Cash awards may be granted to individuals or groups for suggestions found to be outside job responsibilities. Reference (a) provides criteria for evaluating whether suggestions are within normal job expectancy. No one shall be barred from award consideration simply because of rate or rank.

b. Limitations:

(1) Time Limit of Submission. Suggestions are usually submitted prior to adoption; however, suggestion may be considered for award consideration if submitted in writing one year following date of adoption.

(2) Time limit on "ownership rights" for award consideration. When a suggestion is not adopted, the suggester maintains ownership rights within the local activity for three years following date of final action on the suggestion by a MILCAP award office. If the suggestion is implemented during that period, wholly or in part, the suggester is entitled to award consideration.

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(3) Request for reconsideration. A written request justifying reconsideration must be submitted to Civilian Personnel Department within 90 days following date of notification of final adoption or non-adoption decision.

(4) Suggestions relating to private contractors. Suggestions on improvement of contracted materials or services are eligible for award consideration if the improvement shows tangible or intangible benefits to the Government.

6. Type of Military Cash Awards.

a. Suggestions.

(1) Eligible suggestions. Eligible suggestions do one or more of the following:

- (a) Simplify or improve operations.
- (b) Save time needed to complete a task.
- (c) Speed up production.
- (d) Increase output and enhance productivity.
- (e) Improve procedures, operating methods or equipment, work-space layouts and organization.
- (f) Save material or property.
- (g) Save manpower or money.
- (h) Eliminate waste.
- (i) Promote health.
- (j) Increase safety.
- (k) Improve morale through desirable and workable personnel services that increase productivity.

(2) Procedures.

(a) Military personnel must submit suggestions to the MILCAP administrator on OPNAV Form 5305/1 for processing.

(b) The MILCAP administrator will:

1 Process and refer suggestions for investigation within 5 days from date of receipt.

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2 Provide recognition for evaluators who expeditiously complete all requirements or have contributed in evaluating suggestions which produced substantial benefits to the Navy.

3 Pay initial cash award (\$50.00) when the commitment is made to adopt a suggestion and a trial/test period has not been completed.

4 Ensure that suggestions are forwarded for higher review only when:

a Cash award is paid up to local authorized limit and recommended total award requires higher authority approval;

b Suggestion may have possible implications for other commands.

5 Provide feedback to the suggester on the status of suggestion every 60 days until final decision is made.

6 Arrange publicity and training for supervisors and managers on MILCAP.

7 If a decision is made not to adopt a suggestion, the suggester shall be notified in writing with a copy of the evaluation report.

8 If a decision is made to adopt the suggestion and tangible or intangible savings can be determined, a monetary award will be processed. If a trial period is required to determine the monetary savings, an initial award of \$50.00 will be provided to the suggester.

b. Inventions.

(1) Definition. An invention is the development of a new and useful process machine, manufacture or composition of matter or any new and useful improvement which is or may be patentable under patent laws of the United States.

(2) Procedures. Reference (a) has detailed procedures for handling inventions. An invention disclosure shall be made promptly to a Navy Office of Counsel to protect the interests of both the inventor and Government and to assure award eligibility. Patent statutes require that a patent application be filed with one year after the invention is described in a printed publication; the invention is in actual use; the invention has been sold or offered for sale.

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c. Productivity Excellence Awards.

(1) Definition. The Secretary of Defense (SECDEF) Productivity Excellence Award and Letter of Commendations are used to emphasize the importance of productivity improvement within DOD by recognizing individuals and working groups whose ideas or suggestions have contributed to improved productivity or increased cost savings.

(2) Procedures. The two different levels of recognition are:

(a) SECDEF Letters of Commendation recognize individuals or small groups whose suggestions or other productivity initiatives have resulted in first year savings of \$100,000 or more. Nominations may be submitted throughout the year.

(b) SECDEF Productivity Excellence Award are citations to individuals or small groups whose suggestions or other productivity initiatives have resulted in first-year savings of at least \$1 million. Nominations must be submitted by 15 September each year.

d. Cash Awards for Pricing Hotline Inquiries.

(1) Definition. The Navy Fleet Material Support Office (FMSO) operates the Navy's Pricing Hotline as a part of Naval Supply's Buy Our Spares Smart (BOSS) Program.

(2) Procedures:

(a) Personnel submit pricing hotline inquiries that will generate savings for the government via the BOSS Coordinator to FMSO.

(b) FMSO will investigate the inquiry to determine savings to the Government. If the inquiry results in savings to the Government, FMSO will determine the amount of the monetary award and provide funding authority for an award for the inquirer.

7. Responsibilities.

a. The Commanding Officer is responsible for:

(1) Assigning a command MILCAP administrator.

(2) Implementing the command's MILCAP.

(3) Providing command support for MILCAP to improve productivity and encourage submission of written suggestions within the activity.

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(4) Ensuring adequate funds are available for prompt action on awards and MILCAP operating expenses.

b. Command MILCAP administrator, located in the Civilian Personnel Department, is responsible for:

- (1) Administering the command MILCAP.
- (2) Ensuring prompt processing of suggestions.
- (3) Advising suggesters of status of processing.
- (4) Conducting an annual review of command MILCAP.

8. Action. Department Heads shall ensure that:


a. All personnel are familiar with policies, responsibilities, and procedures outlined in this instruction .

b. Supervisors promptly evaluate suggestions.

c. Division Officers promote MILCAP as a means for improving government operations and recognizing contributions of personnel.

d. Appropriate publicity and recognition is arranged for individual achievements in MILCAP.

9. Forms. OPNAV 5305/1, Suggestion Form, may be obtained from the Civilian Personnel Department.


DAVID M. GIST

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List B
CP (20)